

~~SECRET~~**CONFIDENTIAL**

28 August 1953

MEMORANDUM FOR THE RECORD:

25 YEAR RE-REVIEW

1. On 27 August 1953, the undersigned discussed with [] and [] of O&M the possible use of IBM equipment for OTR records. The existing records were shown to the O&M representatives and I explained the kind of statistics that are readily available upon request. It was pointed out to O&M that with the present system of record-keeping it was very difficult to get the actual number of bodies trained during a fiscal year, although a very simple matter to give enrollments in each course of training or all courses of training for a fiscal year. Even with IBM equipment it would be necessary to punch all courses of OTR (external and internal) in order to get the former figure and this raises the problem of getting more complete information on language and external training. Offhand, it appeared to [] that the divisions concerned would be the place to keep data regarding the number of their personnel who had completed only one, or two, or all three phases of Basic Training, since OTR is not kept informed of inter-Division or inter-Staff transfers.

2. I suggested that perhaps use might be made of the IBM cards that are in existence for the CIA Orientation Course which carry EOD dates and should be available on a large number of CIA personnel. Messrs. [] planned to talk to [] of A&E and stated they would return for further discussion with the Registrar at a later date.

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[]
Registrar, OTR

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